

CHAPTER 6. TITLING VEHICLES

CAVEAT: This section is presented as a courtesy and a very basic primer and may not reflect the most recent law changes. Questions for more detailed information on titling and registering vehicles should be directed to the Texas Department of Motor Vehicles's Vehicle Titles & Registration Division (VTR) at (512) 465-7611 or the local County Tax Assessor-Collector. Information regarding Salvage Dealer Licensing may be obtained by contacting the Vehicle Titles & Registration Division Salvage Licensing Unit at (512) 374-5010 Option 4 and information regarding the issuance of salvage documents may be obtained by contacting the Vehicle Titles & Registration Division customer Help Desk at (512) 465-7611, Special Registration Branch at (512) 374-5010 Option 2. Copies of the forms mentioned here may be obtained from the County Tax Assessor-Collector's offices, Vehicle Titles & Registration Division Regional Offices or from TxDMV's website (www.TxDmv.gov). To see a list of motor vehicle Title and Registration forms, go to:

http://www.dmv.state.tx.us/whatyouneed/forms/titles_registration.htm

For a list of VTR Regional Offices, go to:

http://www.dmv.state.tx.us/wheretogo/regional_offices.htm.

6.1 Wholesale Sales. When a dealer sells a vehicle wholesale, care should be taken to make sure that the title is provided to the new dealer and that the selling dealer has legibly printed the selling dealership's name in the proper place for reassignments. This will insure that the selling dealer is in the chain of title. By law, no one is allowed to sell a vehicle if they do not have possession of the title. A copy of the front and back of the title should be kept by the seller to meet the record requirements. Any other documents such as registration receipts should also be forwarded to the new owner.

6.2 Dealer must transfer, not customer. As a dealer, if you sell a motor vehicle to a consumer, you must complete all the documents that are necessary to title and register the vehicle in the consumer's name. The consumer is not allowed to handle the title transfer. The dealer must file the paperwork with the county tax assessor-collector's office within 20 working days of the date of sale. The seller of a motor vehicle sold in a seller-financed sale shall apply for the registration of, and a Texas certificate of title for, the motor vehicle in the name of the purchaser to the appropriate county tax assessor-collector not later than the 45th day after the date the motor vehicle is delivered to the purchaser. If a consumer goes to the tax assessor-collector's office to transfer the title of a motor vehicle purchased from a dealer, the office will notify MVD and a complaint will be filed against the dealer.

There are three places a vehicle may be titled and registered:

- ◆ In the county where the sale took place;
- ◆ In the county of the buyer's residence;
- ◆ In the county of the lienholder.

The buyer must designate which one of the three locations their vehicle is to be titled and registered. The dealer is required to have the buyer complete a form VTR -136, and keep this form in the sales file.

6.3 Exception to Dealer Transfers. By law dealers are required to do the titling and registering of vehicles they sell. However, there are exceptions where the dealer may give the paperwork to the buyer to handle. Those exceptions include the sale of:

- ◆ vehicles that have been declared a total loss;
- ◆ salvage and non-repairable vehicles that have been rebuilt;
- ◆ vehicles purchased by out-of-state residents who are leaving the state immediately;
- ◆ vehicles sold to out-of-state or foreign residents or dealers;
- ◆ vehicles sold to exempt (governmental) agencies;
- ◆ trucks over 11,000 pounds gross weight;
- ◆ trailers weighing less than 4,000 lbs. gross weight.

6.4 Taking Assignment on Titles. When a dealer receives a vehicle in trade, or purchases a vehicle from the auction, another dealer, or a consumer, the dealer should make sure the dealership's name and address is entered as the buyer on the back of the title above the line marked "Name of Purchaser." When the seller signs the back of the title and the buying dealer's name is not entered, this is known as an "open title." Dealers are expressly forbidden to hold open titles under Rule 8.141(a)(13).

6.5 Odometer Statements. Out-of-state titles and any other types of documentation not having the proper odometer statement also require a separate odometer disclosure statement provided the motor vehicle is not exempt from disclosure requirements.

6.6 Applying for Title. Three items are needed to apply for a Texas title:

- ◆ Ownership document – this can be the title if transferring a title for a used motor vehicle. Franchised dealers selling new vehicles will have an MCO.
- ◆ Registration receipt – only if the registration is current.
- ◆ Title application.

6.7 Ownership Documents. Make sure that the vehicle described on the title or MCO matches the vehicle you are actually selling. Check the VIN on the title against the VIN on the vehicle. Make sure the vehicle is the proper model, body type, etc. as stated on the title. Make sure all names are spelled correctly and the person who sold the vehicle to you is the same one on the title.

a. Determine the type of vehicle. If the Texas title conforms to the federal odometer requirements (issued after 4/29/90), then all information on the assignment must be completed if the vehicle is subject to the Federal Truth in Mileage Act. Vehicles that are exempt include:

- ◆ Vehicles with a gross weight of 16,000 pounds or more or in excess of 2 tons carrying capacity;
- ◆ Vehicles that are not self-propelled (such as trailers);
- ◆ Vehicles ten model years old or older (figured by subtracting ten from the current calendar year);
- ◆ Vehicles owned by a United States governmental agency;
- ◆ New motor vehicles prior to the first retail sale (in this situation, the MCO would be the ownership document).

b. Other forms. Make sure that any reassignment document (Form VTR-41-A) or power of attorney (Form VTR-271-A) indicates the same information that is on the title. Out-of-state titles and any other type of documentation not having the proper odometer statement will require a separate odometer disclosure statement (Form 40). If the title is from out of state an Out-of-State Vehicle Inspection Certificate, Department of Public Safety (DPS) Form VI-30, is also required.

Make sure that all available reassignment spaces on the back of a Texas title are used before using the Dealer Reassignment (Form VTR-41-A).

c. The secure power of attorney form. There are only two conditions when the use of the secure power of attorney form is appropriate.

- ◆ when the title is held by the lienholder, and;
- ◆ when the title is lost.

d. Liens. If a lien is recorded on the surrendered evidence of ownership then a lien release would be required unless that lien is being carried forward on the new title application. If a lien is being carried forward and a transfer of ownership is involved, written authorization from the lienholder is required. The date on the lien release must be the same date or after the power of attorney date. If a secure power of attorney (POA) accompanies a title recording a lien, the release of lien date must be the same as the date the POA was executed or after. On out-of-state titles, make sure the date of the release of lien is included in the release.

If there is an electronic title with a lien, notify the lienholder that you request a paper title and one will be mailed to you when you pay off the lien.

6.8 Documentation Required for Foreign/Imported Vehicles. The state requires certain documentation for the registration and titling of foreign vehicles. However, a dealer should always check with their local county tax office as many may require additional documents. The requirements of the Texas Department of Transportation are:

- a.** An Out-of-State Vehicle Inspection Certificate, DPS Form VI-30, properly executed by a Texas official state approved safety inspection station will be required on all vehicles imported into the United States.

b. The Inspection Report on the bottom of the Application for Assigned or Reassigned Number, Form VTR-68-A, must be executed by a law enforcement officer who is a member of one of the following agencies: Municipal Police Auto Theft Unit; County Sheriff's Department Auto Theft Unit; Federal Bureau of Investigation; Texas Department of Public Safety, Motor Vehicle Theft Services; the National Insurance Crime Bureau (NICB) or Auto Theft Prevention Authority Auto Theft Task Force. If the auto theft unit of a county or municipal law enforcement agency conducts the inspection a fee of \$40 may be imposed to defray the agency's cost.

c. A weight certificate will be required on all imported commercial motor vehicles with a carrying capacity in excess of one (1) ton.

d. Proof of compliance with applicable US Department of Transportation (USDOT) safety requirements and US Customs entry/clearance documentation, if applicable. If the vehicle is imported under bond, an original bond release letter from the USDOT (with all attachments referred to in the letter, if any) will be required; otherwise, a validated application for Importation of Motor Vehicles and Motor Vehicle Equipment subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards (US DOT Form HS-7) must accompany such document. NOTE: In lieu of the bond release letter, a bond release verification letter issued by USDOT is acceptable.

e. All foreign vehicles imported into Texas that are less than ten years old are subject to odometer requirements.

f. A receipt or certificate issued by the U. S. Department of Treasury showing that any and all gas guzzler taxes due on the vehicle have been fully paid, if applicable. A copy of the IRS Form 720 that was filed by the applicant accompanied by a copy of the canceled check will also be acceptable proof of payment of the tax, if applicable.

6.9 Title Application. The title application (Form 130-U) should be filled out carefully and completely before filing at the tax office. Be sure to make a copy of the completed application for your records. Make sure that:

- ◆ the vehicle description is correct and complete, including the odometer reading;
- ◆ the applicant information is complete. The social security number should no longer be obtained since Section 501.0235, Transportation Code, was repealed by the 81st legislature;
- ◆ lienholder information if applicable, is current, and the lien date is included. If the lienholder requests an electronic title be sure to include the Certified Lienholder's eleven digit ID Number and answer "Yes" to Electronic Title Request? ;
- ◆ odometer disclosure is accurate;
- ◆ sales tax statement has been calculated properly;

- ◆ both the buyer and seller have signed the application (Comptroller requires seller's signature).

6.10 The Title Application Receipt. After you have filed the application for title and registration, you will receive a receipt from the tax office known as the "white slip" (VTR-500-RTS). This form is an important document, because it proves you applied for the title and paid the proper fees and taxes. Many financial institutions require a white slip before they will release funds. Make sure you protect this document and keep the original or a copy in your sales records.

IT IS VERY IMPORTANT TO CHECK THE TITLE APPLICATION RECEIPT PREPARED BY THE TAX OFFICE BECAUSE WHATEVER APPEARS ON THE RECEIPT IS WHAT WILL BE PRINTED ON THE TITLE. ANY ERRORS, ESPECIALLY OMISSION OF LIEN INFORMATION, MUST BE CAUGHT WITHIN 24 HOURS; OTHERWISE, A COURT ORDER WILL BE NEEDED TO STOP TITLE ISSUANCE.

Titles are issued by TxDMV usually within 5 days of receipt of the paperwork from the County. If an electronic lien title is requested a paper title is not issued.

6.11 Vehicle Registration. A copy of the current registration receipt should accompany the title papers when you file at the tax office. Determine whether the registration is current on the vehicle. If the Texas registration is current, then a \$2.50 transfer fee will apply. If the registration has expired, then full registration fees will be due at the time the transaction is filed. For the exact amount of the registration fee, call your local county tax office.

6.12 Title and Registration in Another State. Once in a while you will get a customer who wants you to title and register the vehicle in another state for them so they will not have to bother with it. If you sell vehicles out of state on a regular basis it may be economical for you to buy the two volume set entitled "Motor Vehicle Registration Manual" published by The Polk Company, 26955 Northwestern Hwy, Southfield, Michigan 48033, (248) 728-7000. This set describes in detail titling and registration procedures in all the states.

6.13 Handling the Out of the Ordinary Title Situation. If you find you do not have negotiable evidence of ownership or the documentation is not sufficient to apply for title (such as an assignment missing or incomplete), three options exist to transfer title.

a. Tax Collector Hearing. This can be initiated at the county, however the tax collector has discretion to send a customer to the VTR Regional Office to review the documentation first. Upon receiving a request for a hearing, the tax collector sets the date for the hearing, which shall not be less than 10 days or more than 15 days from the date of request. When the tax collector sets the date for a hearing, he/she shall notify all parties that might appear to have an interest in the vehicle in question, including the owner and lienholder of record. After

hearing the evidence presented by all parties, the tax collector will decide whether title should be issued to the applicant. TxDMV abides by this decision. All evidence presented at the hearing is attached to the order and submitted with the title application to TxDMV, if the tax collector has granted title.

b. Bonded Title Process. This must be initiated at the VTR Regional Office. This process provides an alternative to a tax collector's hearing. The "Statement of Fact" (Form VTR-130-SOF) should be completed by the applicant in order to provide the circumstances of how and from whom the vehicle was obtained. A letter is prepared by the VTR Regional Office outlining the proper procedure with blind copies sent to the owner and lienholder of record and any other interested parties. A Certificate of Title Surety Bond is purchased by the applicant and submitted to the county tax office along with any other documentation. The bonded title procedure cannot be used for abandoned vehicles, vehicles subject to storage or mechanic's lien, stolen vehicles, or vehicles involved in litigation.

c. Court Order. A suit may be filed in the County or District Court in an effort to obtain a court order directing TxDOT to issue title.

6.14 When Title is Lost, Getting a Certified Copy of the Title. If a dealer takes a trade and the consumer does not have the title, the dealer should get the owner to either go through one of the three methods mentioned above, or they may apply for a certified copy of title. TxDMV may issue a certified copy of title *only* to the recorded owner(s), lienholder(s), or a verified agent. An application presented to the Department by anyone other than those listed will be rejected.

The recorded owner(s) or lienholder(s) may obtain a certified copy of title only upon presentation of properly executed documents and valid personal identification which includes a photograph, issued by an agency of this state or the United States.

In the case of joint ownership, both owners must provide photo ID.

A verified agent of the owner(s) or lienholder(s) may obtain a certified copy of title only upon presentation of properly executed documents, valid personal identification which includes a photograph, and verifiable proof that they are an agent for the owner(s) or lienholder(s). Verifiable proof may consist of a business card, copy of employee identification, or a letter of signature authority on original letterhead. If a power of attorney (POA) is used, the photo ID of the person appointing the POA is also required.

Any questions regarding certified copy of title issuance should be directed to your local VTR Regional Office.

6.15 Forging Title Documents is a Felony. Under §501.155 of the Texas Transportation Code, it is a third-degree felony for a person to knowingly provide false or incorrect information, or sign the name of another person without legal authority on a

title application, an application for a certified copy of title, an assignment of title, a discharge of lien, or any other document required by the department or necessary to the transfer of ownership of a motor vehicle. Do not sign your customers' names to power of attorneys or title applications. Get the paperwork signed while the customer is in the office or call them back to do so. All dealers want to make it easy for their customers, but many complaints received by VTR come from consumers saying they never gave permission to the dealer to sign certain documents.

6.16 The Most Common Reasons Title Transactions are Rejected.

- ◆ **Vehicle Information** (year, make, and/or VIN incorrect)
- ◆ **Owner Information** (owner's name and address incorrect, signatures omitted)
- ◆ **Liens** (omitted, not carried forward, not released)
- ◆ **Odometer** (brand and readings incorrect)
- ◆ **Tonnage** (carrying capacity and/or empty weight incorrect)
- ◆ **Title Record** (later title record has been issued)
- ◆ **Vehicle Transfer** (incorrect vehicle transferred)
- ◆ **Surrendered Evidence** (mismatched or missing evidence)
- | **Bonded Title** (incomplete information, such as signature, date, etc.)
- | **Title Remarks** (remark omitted, not carried forward, i.e., Reconstructed, Flood)

6.17 Standard Presumptive Value. Dealers may charge a buyer a fee for performing the service of providing a certified appraisal on a vehicle which they bought from an individual. The Comptrollers office by rule have set the fees for such appraisals and for most vehicles, a dealer can charge from \$100 to no more than \$300 for a certified appraisal. A dealer's certified appraisal of a motorcycle can cost from \$40 to \$300, and a dealer appraisal of a house trailer, travel trailer or a motor home can cost from \$100 to \$500. Comptroller Form 14-128, Used Motor Vehicle Certified Appraisal Form, is available on Window on State Government at <http://www.window.state.tx.us/taxinfo/taxforms/14-forms.html>

6.18 How to Get More Information on Titling and Registration. The Vehicle Titles and Registration Division publish two manuals, one on titling and one on registration of vehicles. Both of these manuals include instructions on how to title or register a vehicle and are updated regularly. These manuals can be found on the department's web site.

Forms can be downloaded from the Internet. Go to the TxDMV web page at <http://www.txdmv.gov/>, and click on Forms.

STATE OF TEXAS

POWER OF ATTORNEY FOR TRANSFER OF OWNERSHIP TO A MOTOR VEHICLE
(SEE REVERSE SIDE FOR INSTRUCTIONS)

WARNING: THIS FORM MAY BE USED ONLY WHEN TITLE IS PHYSICALLY HELD BY LIENHOLDER OR HAS BEEN LOST.
This Form Must Be Submitted To The State By The Person Exercising Powers of Attorney. Failure To Do So May Result In Fines And/Or Imprisonment.

VEHICLE DESCRIPTION

Vehicle Identification Number Year Model Make of Vehicle Body Style Model

PART A. A POWER OF ATTORNEY TO TRANSFER OWNERSHIP AND TO DISCLOSE MILEAGE

Federal and State law require that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and/or imprisonment.
I, _____, appoint _____

(Seller's Name, Print)

(Buyer's Firm Name, Print)

as my attorney-in-fact, to execute all documents necessary to transfer my interest in the above described vehicle and to disclose the mileage on the title for the vehicle described above exactly as stated in my following disclosure.

I state that the odometer now reads _____ (no tenths) miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked.

- (1) I hereby certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits.
- (2) I hereby certify that the odometer reading is NOT the actual mileage. WARNING - ODOMETER DISCREPANCY.

(Signature of Seller/Agent)

(Printed Name)

(Date of Statement)

(Seller's Street Address, City, State, Zip Code)

(Daytime Phone Number)

(Signature of Buyer/Agent)

(Printed Name of Individual Signing as Buyer/Agent)

(Firm's Name, Street Address, City, State, Zip Code - Print or Type)

Dealer Number

VOID

PART B. POWER OF ATTORNEY TO REVIEW TITLE DOCUMENTS AND ACKNOWLEDGE DISCLOSURE. (PART B IS INVALID UNLESS PART A HAS BEEN COMPLETED.)

I, _____, appoint _____

(Buyer's Name, Print)

(Dealership's Name, Print)

as my attorney-in-fact, to sign the mileage disclosure on the title for the vehicle described above, only if the disclosure is exactly as the disclosure completed below.

(Signature of Buyer/Agent)

(Printed Name)

(Print or Type Firm Name, If Applicable)

(Buyer's Street Address, City, State, Zip Code)

Federal and State law requires that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and/or imprisonment.

I, _____, state that the odometer now reads _____ (NO TENTHS)

(Seller's Name, Print)

miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked.

- (1) I hereby certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits.
- (2) I hereby certify that the odometer reading is NOT the actual mileage. WARNING - ODOMETER DISCREPANCY.

(Signature of Seller/Agent)

(Print Name)

(Date of Statement)

(Dealership's Name, Street Address, City, State, Zip Code)

Dealer Number

PART C. CERTIFICATION (TO BE COMPLETED WHEN PARTS A AND B HAVE BEEN USED)

I, _____, hereby certify that the mileage I have disclosed on

(Person Exercising Above Powers of Attorney, Print)

the title document is consistent with that provided to me in the above power of attorney. Further, upon examination of the title and any reassignment documents for the vehicle described above, the mileage disclosure I have made on the title pursuant to the power of attorney is greater than that previously stated on the title and reassignment documents. This certification is not intended to create, nor does it create any new or additional liability under Federal or State law.

(Signature)

(Printed Name)

(Date of Certification)

(Street Address, City, State, Zip Code)

8617024

THIS DOCUMENT IS VOID IF ALTERED.

Form VTR 271-A (07-00) DHT # 142311



STATE OF TEXAS
Texas Department of Transportation
DEALER'S REASSIGNMENT OF TITLE FOR A MOTOR VEHICLE

VEHICLE IDENTIFICATION NUMBER	YEAR MODEL	MAKE OF VEHICLE	BODY STYLE	TITLE / DOCUMENT NUMBER
MODEL	NAME OF STATE OR COUNTRY IN WHICH LAST REGISTERED		YEAR OF LICENSE	LICENSE NUMBER

FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.

REASSIGNMENT BY DEALER ONLY

The undersigned hereby certifies that the vehicle described in this title is free and clear of all liens, except as noted herein, and has been transferred to the following printed name and address:

Name of Purchaser _____ Street _____ City _____ State _____ Zip _____
I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

ODOMETER READING (NO TENTHS) 1. The mileage stated is in excess of its mechanical limits.
 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY.

Date of Sale _____ Dealer's Name _____ Dealer No. _____

Agent's Signature _____ Printed Name (Same as Signature) _____
I am aware of the above odometer certification made by the seller/agent.

Signature of Buyer/Agent _____ Printed Name (Same as Signature) _____

VOID

REASSIGNMENT BY DEALER ONLY

The undersigned hereby certifies that the vehicle described in this title is free and clear of all liens, except as noted herein, and has been transferred to the following printed name and address:

Name of Purchaser _____ Street _____ City _____ State _____ Zip _____
I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

ODOMETER READING (NO TENTHS) 1. The mileage stated is in excess of its mechanical limits.
 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY.

Date of Sale _____ Dealer's Name _____ Dealer No. _____

Agent's Signature _____ Printed Name (Same as Signature) _____
I am aware of the above odometer certification made by the seller/agent.

Signature of Buyer/Agent _____ Printed Name (Same as Signature) _____

REASSIGNMENT BY DEALER ONLY

The undersigned hereby certifies that the vehicle described in this title is free and clear of all liens, except as noted herein, and has been transferred to the following printed name and address:

Name of Purchaser _____ Street _____ City _____ State _____ Zip _____
I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

ODOMETER READING (NO TENTHS) 1. The mileage stated is in excess of its mechanical limits.
 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY.

Date of Sale _____ Dealer's Name _____ Dealer No. _____

Agent's Signature _____ Printed Name (Same as Signature) _____
I am aware of the above odometer certification made by the seller/agent.

Signature of Buyer/Agent _____ Printed Name (Same as Signature) _____

REASSIGNMENT BY DEALER ONLY

The undersigned hereby certifies that the vehicle described in this title is free and clear of all liens, except as noted herein, and has been transferred to the following printed name and address:

Name of Purchaser _____ Street _____ City _____ State _____ Zip _____
I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

ODOMETER READING (NO TENTHS) 1. The mileage stated is in excess of its mechanical limits.
 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY.

Date of Sale _____ Dealer's Name _____ Dealer No. _____

Agent's Signature _____ Printed Name (Same as Signature) _____
I am aware of the above odometer certification made by the seller/agent.

Signature of Buyer/Agent _____ Printed Name (Same as Signature) _____

LIEN

LIENHOLDER TO BE RECORDED AND SHOWN ON NEW TITLE:
1ST LIEN IN FAVOR OF (NAME & ADDRESS) _____ DATE _____

NOTE: THIS FORM IS NOT VALID UNLESS ALL ASSIGNMENTS/REASSIGNMENTS ON AN ATTACHED ORIGINAL OR CERTIFIED COPY TEXAS CERTIFICATE OF TITLE OR MANUFACTURER'S CERTIFICATE OF ORIGIN HAVE BEEN COMPLETED. UNAUTHORIZED PRINTING OR REPRODUCTION OF THIS DOCUMENT IS PROHIBITED.
THIS DOCUMENT IS VOID IF ALTERED IN ANY WAY.

5570010

Form VTR-41-A (7-99)

FORM VTR-41-A DEALER'S REASSIGNMENT OF TITLE FOR A MOTOR VEHICLE

Application for Assigned or Reassigned Number

\$2 Fee and Ownership Document(s) Must Accompany this Application

FOR DEPARTMENT USE ONLY

Type of Number Issued

- | | |
|--|--|
| <input type="checkbox"/> Reassigned Manufacturer's VIN | <input type="checkbox"/> Motor Number as VIN |
| <input type="checkbox"/> Assigned VIN | <input type="checkbox"/> Motorcycle VIN |
| <input type="checkbox"/> Trailer | <input type="checkbox"/> Travel Trailer |
| <input type="checkbox"/> Component Part | <input type="checkbox"/> Equipment |

Number Assigned: _____

Decal Number: _____

Approved by: _____

Owner Information - Type or print legibly					
Last Name or Business (as shown on Title)			First Name		MI
Address				City	
State	ZIP	Phone	Driver License No.	DL State of Issue	DL Expiration

The owner applies for an assigned number to be affixed to the following motor vehicle, component part, or equipment:

- | | |
|--|--|
| <input type="checkbox"/> Motor _____
Year and Make of Motor | <input type="checkbox"/> Frame _____
Year and Make of Frame |
| <input type="checkbox"/> Transmission _____
Year and Make of Transmission | <input type="checkbox"/> Body _____
Year Make Body Style |

Vehicle Identification Number

Before me appeared the vehicle owner w
The undersigned further states that he or
and correct. State Law provides that fal

This form is only available to
Law Enforcement Agencies

or equipment as described above.
The information given above is true

On _____ the above named pe
Date Signature of Applicant that I could witness the signature.

STAMP
HERE

Signature of Notary Printed Name of Notary

I hereby certify that I am a notary in the State of Texas, in _____ County.

My commission expires: _____

INSPECTION REPORT TO BE COMPLETED BY LAW ENFORCEMENT AGENCY/AUTO THEFT UNIT

This inspection covers: (Check ALL appropriate boxes) Motor Vehicle Component Part Only Motor Vehicle Motorcycle Frame

Motorcycle Motor Travel Trailer Trailer Semitrailer Part is installed in applicant's vehicle Equipment

Part is not installed in applicant's vehicle MANUFACTURER DID NOT ASSIGN IDENTIFICATION NUMBER TO THE: _____
Show part(s) as applicable

Vehicle assembled from parts for which no identification number was ever affixed to body, if motor vehicle, or to frame, if motorcycle, travel trailer, trailer, or semitrailer.

Number assigned by manufacturer for identification purposes has been removed, changed, or obliterated.

Unable to determine the true manufacturer's number - explain in REMARKS section below.

REMARKS - Describe alterations. Additional remarks may be written on page 2. _____

I personally inspected the vehicle, part, or equipment described above and found the true and original manufacturer's identification number to be:

_____ or I was unable to determine the true manufacturer's identification number.

My official ID number is _____ with →

Printed Name of Officer Phone Number

Signature of Officer Date

(City/County)

- Municipal Police Auto Theft Unit
- County Sheriff's Department Auto Theft Unit
- Federal Bureau of Investigation
- National Insurance Crime Bureau
- Texas Department of Public Safety - MVTS
- Auto Burglary and Theft Prevention Authority

NOTE: Application is VOID if not submitted to a TxDOT Regional Office within 30 calendar days of law enforcement inspection.

APPLICATION FOR TEXAS CERTIFICATE OF TITLE

→ **SHADED AREAS ARE TO BE COMPLETED BY THE SELLER** ←

→ **TYPE OR PRINT NEATLY IN INK** ←

TAX OFFICE USE ONLY					County Use Only	
Tax Collector _____			County _____		Transaction Number _____	
1. Vehicle Identification Number _____		2. Year _____	3. Make _____	4. Body Style _____		
5. Model _____		6. Odometer Reading _____	7. Empty Weight _____	8. Carrying Capacity (lbs.) _____		9. Tonnage _____
10. Trailer Type <input type="checkbox"/> Semi <input type="checkbox"/> Full	11. Plate No. _____	12. Vehicle Unit No. _____		13. Applicant's/Additional Applicant's Social Security Numbers (See * below) or Federal Tax ID Number _____		
14. Applicant's/Owner's Name(s) Address _____ City, State, Zip Code _____				County Name _____		
14a. Registrant's Name (Renewal Notice Recipient) Address _____ City, State, Zip Code _____				County Name _____		
14b. Vehicle Physical Location City, State, Zip Code _____				15a. GDN - Dealer Use Only _____		
15. Previous Owner's Name Address _____ City, State, Zip Code _____						
THIS MOTOR VEHICLE IS SUBJECT TO THE FOLLOWING FIRST LIEN						
16. 1st Lien Date _____		1st Lienholder Name Address _____ City, State, Zip Code _____		16a. Electronic Title Request? <input type="checkbox"/> YES (16c cannot be checked)		
				16b. Certified Lienholder ID No.: _____		
				16c. Additional Lien(s)? <input type="checkbox"/> YES (Attach Form VTR-267)		
17. FOR CORRECTED TITLE, CHECK REASON(S) <input type="checkbox"/> Change in Vehicle Description <input type="checkbox"/> VIN <input type="checkbox"/> No Change in <input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Odometer Brand <input type="checkbox"/> Odometer Reading						
18. ODOMETER DISCLOSURE - FEDERAL PROVIDING A FALSE STATEMENT I, _____ (** Name of Seller) THE MILEAGE SHOWN IS <input type="checkbox"/> A - <input type="checkbox"/> B ** IF NO SELLER AGENT, TITLE APPLICANT				SHIP. FAILURE TO COMPLETE OR _____ (no tenths). K - Mileage Exceeds Mechanical Limits _____		
19. CHECK ONLY IF APPLICABLE <input type="checkbox"/> I hold Motor Vehicle Retailer's (Retail) Permit No. _____ and will satisfy the minimum tax liability (V.A.T.S., Tax Code, § 162.046 (c)). <input type="checkbox"/> I am a Dealer or Lessor and qualify to take the Fair Market Value Deduction (V.A.T.S., Tax Code, § 162.002 (g)).						
20. DESCRIPTION OF VEHICLE TRADED IN (if any)		Year _____	Make _____	Vehicle Identification Number _____		20a. ADDITIONAL TRADE - IN(S) (Y/N) _____
21. SALES AND USE TAX COMPUTATION						
<input type="checkbox"/> (a) Sales Price (\$) _____ (rebate has been deducted)		\$ _____		<input type="checkbox"/> \$0 New Resident Tax - (Previous State) _____		
(b) Less Trade - In Amount, Describe in Item 20 Above		\$ (_____)		<input type="checkbox"/> \$5 Even Trade Tax _____		
(c) For Dealers/Lessors/Rental ONLY - Fair Market Value Deduction, Describe in Item 20 Above		\$ (_____)		<input type="checkbox"/> \$10 Gift Tax _____		
(d) Taxable Amount (Items a. minus Item b./Item c.)		\$ _____		<input type="checkbox"/> \$95 Retail Salvage Fee _____		
(e) 6.25% Tax on Taxable Amount (Multiply Item d. by .0625)		\$ _____		<input type="checkbox"/> 2.9% Emissions Fee (Diesel Vehicles 1996 and Older > 14,000 lbs) _____		
(f) Late Tax Payment Penalty <input type="checkbox"/> 5% or <input type="checkbox"/> 10%		\$ _____		<input type="checkbox"/> 1% Emissions Fee (Diesel Vehicles 1997 and Newer > 14,000 lbs) _____		
(g) Tax Paid to _____ (STATE)		\$ _____		<input type="checkbox"/> Exemption claimed under the Motor Vehicle Sales and Use Tax Law because _____		
(h) AMOUNT OF TAX AND PENALTY DUE (Item e. plus Item f. minus Item g.)		\$ _____		<input type="checkbox"/> \$28 or \$33 APPLICATION FEE FOR CERTIFICATE OF TITLE (Contact your County Tax Assessor-Collector for the correct fee.)		
I HEREBY CERTIFY THAT ALL STATEMENTS IN THIS DOCUMENT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.						
22. _____ Signature of SELLER, DONOR, OR TRADER			PRINTED NAME (Same as signature)		Date _____	
23. _____ Signature of PURCHASER, DONEE, OR TRADER			PRINTED NAME (Same as signature)		Date _____	
RIGHTS OF SURVIVORSHIP OWNERSHIP AGREEMENT (MARRIED PERSONS) WE, THE PERSONS WHOSE SIGNATURES APPEAR HEREIN HEREBY AGREE THAT THE OWNERSHIP OF THE VEHICLE DESCRIBED ON THIS APPLICATION FOR TITLE, SHALL FROM THIS DAY FORWARD BE HELD JOINTLY, AND IN THE EVENT OF DEATH OF EITHER OF THE PERSONS NAMED IN THE AGREEMENT, THE OWNERSHIP OF THE VEHICLE SHALL VEST IN THE SURVIVOR. NON-MARRIED PERSONS ARE REQUIRED TO EXECUTE A RIGHTS OF SURVIVORSHIP OWNERSHIP AGREEMENT FOR A MOTOR VEHICLE, FORM VTR-02.			SIGNATURE _____		Date _____	
			SIGNATURE _____		Date _____	
<p>WARNING: Transportation Code §501.155, provides that falsifying information on title transfer documents is a third-degree felony or fine payable by not more than ten (10) years in prison or not more than one (1) year in a community correctional facility. In addition to imprisonment, a fine of up to \$10,000 may also be imposed.</p> <p>* NOTE: Transportation Code, §501.0235 REQUIRES that the applicant's social security number be provided when applying for a certificate of title. If the applicant does not have a social security number, Form VTR-171, Statement of Fact for Non-disclosure of a Social Security Number, must accompany this application. This information is requested for owner identification purposes.</p>						

Fill out this form online or
Download a copy of this
form from the VTR web page



Statement of Fact for Tax Collector Hearing / Bonded Title

VTR-130-SOF
(Rev. 07/08)
Page 1 of 2

Title Applicant's Printed Name _____

Mailing Address _____ City _____ State _____ Zip Code _____ County _____

Vehicle Description: Year Model _____ Make _____ Body Style _____ Model _____

License Plate No. _____ Vehicle Identification Number _____

1. Are you a Texas resident or military personnel stationed in Texas? Yes No
(If "No," was the vehicle last titled in Texas? Yes No)
2. Is the vehicle you are attempting to title subject to any of the provisions of the Transportation Code, Chapter 683, (I.e., abandoned vehicle, junked vehicle issued a Certificate of Authority or Nonrepairable Vehicle Title, vehicle declared a public nuisance, etc.)? Yes No
3. A. Is the vehicle you are attempting to title subject to storage or mechanic's charges under the provisions of Chapter 70, State Property Code? Yes No
B. Is the vehicle you are attempting to title subject to foreclosure on a Contractual Landlord's Lien under the provisions of Chapter 54 (I.e., Building or Residential) and Chapter 59 (I.e., Self-service Storage Facility Lien)? Yes No
4. Has this vehicle been reported stolen? Yes No
5. Are you in possession of the vehicle? Yes No
6. A. Was the vehicle manufactured in Texas? Yes No
(If "No," complete B. below)
B. Are you able to provide the vehicle with the requirements? Yes No
7. Is the vehicle involved in any pending lawsuits? Yes No
8. Is the vehicle operable? Yes No
(If "No," you may complete Form VTR-131, Request to Issue Negotiable Certificate of Title Without Registration)
9. Does this vehicle have a motor, body and frame or if a motorcycle, a motor and frame? Yes No
(An incomplete vehicle may not be titled).

Fill out this form online or
Download a copy of this
form from the VTR web page

Please describe in detail how you obtained the vehicle, from whom you obtained the vehicle, and why proper documents are not available.

Applicant's Signature () Phone _____ Date _____

Date of Birth _____ Driver License No./US Gov't. Issued Photo ID _____ State of Issuance _____

NOTE: YOU MAY BE REQUESTED TO LEAVE APPLICATION OVERNIGHT FOR PROCESSING.

WARNING! TRANSPORTATION CODE §501.155 PROVIDES THAT FALSIFYING INFORMATION ON ANY REQUIRED STATEMENT OR APPLICATION IS A THIRD-DEGREE FELONY.

Hearing/Bond Checklist

The following must accompany your completed Statement of Fact in order for a county tax assessor-collector's hearing or bonded title to be processed.

- 1. Pencil tracing of vehicle identification number or, if unable to secure pencil tracing, complete a *Statement of Physical Inspection*, Form VTR-270.
- 2. Evidence of ownership, if any (bill of sale or similar document).
- 3. Vehicle value from a nationally recognized motor vehicle value guide (determined by department) or one value appraisal by a licensed dealer or licensed insurance adjuster may be used. An appraisal may be required depending on the vehicle's year model. The appraisal must be legible, signed by the appraiser and contain the appraiser's complete business name and address. A sample appraisal form is available from your VTR Regional Office. (Required for bonded title transaction ONLY.)
- 4. Weight certificate required if the vehicle is a commercial vehicle from out of state or no record of Texas title exists.
APPLICABLE ONLY IF LAST REGISTERED AND/OR TITLED IN ANOTHER STATE.
- 5. Vehicle Identification Number Certificate (Form VI-30 or Form VI-30-A).

<p>CONTACT YOUR REGIONAL OFFICE For Regional Office information, call 1-800-392-3633 and type "Regional Office" in the search field.</p>	<p>Fill out this form online or Download a copy of this form from the VTR web page at www.txdot.gov</p>	<p>REGIONAL OFFICE REGIONAL OFFICE www.txdot.gov</p>
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<p>FOR DEPARTMENT USE ONLY</p>
<p><input type="checkbox"/> 1. NCIC CHECKED BY _____</p>
<p><input type="checkbox"/> 2. VINASSIST VERIFIED BY _____</p>
<p><input type="checkbox"/> 3. VEHICLE INQUIRY OR MICROFICHE FORM</p>
<p><input type="checkbox"/> 4. REJECTION LETTER</p>
<p><input type="checkbox"/> 5. CERTIFICATE OF TITLE SURETY BOND (FORM VTR-130-SB)</p>
<p><input type="checkbox"/> 6. DEPARTMENT DETERMINED VALUE OR ORIGINAL APPRAISAL</p>

COUNTY OF TITLE ISSUANCE

of November 2006)
(G.S. § 106-103)
Page 1 of 2

THIS FORM MUST BE EXECUTED AND SIGNED BY THE PURCHASER(S)

Seller Information:

Transportation Code §501.0234 requires a licensed motor vehicle dealer to apply for a certificate of title and registration for a motor vehicle in the county as directed by the purchaser.

Purchaser Information:

The purchaser of a motor vehicle shall select the county that will receive all sales tax, title fees, and other state and local fees collected at the purchase of this vehicle; the tax assessor-collector is authorized by law to retain some of this money to fund local county government.

Purchaser(s) must select only one from the list below:

- **COUNTY OF PURCHASER'S RESIDENCE**
- **COUNTY WHERE MOTOR VEHICLE IS PURCHASED**
- **COUNTY WHERE MOTOR VEHICLE IS ENCUMBERED (LIENHOLDER)**

I want my transaction filed in _____ County.
County Name (to be hand written by the purchaser)

SIGNATURE OF PURCHASER

DATE

SIGNATURE OF PURCHASER

DATE



CONDADO DE EXPEDICION DE TITULO

ESTA FORMA DEBE SER FORMALIZADA Y FIRMADA POR EL(LOS)
COMPRADOR(ES)



Información sobre el Comerciante:

El Código de Transporte §501.0234 requiere que un comerciante con licencia para venta de vehículos solicite un certificado de título y registro para un vehículo en el condado especificado por el comprador.

Información sobre el Comprador:

El comprador del vehículo elegirá cual condado recibirá los impuestos de venta, las cuotas del título, u otros cargos estatales y locales recaudados durante la compra del vehículo; el recaudador esta autorizado por ley a retener una parte del dinero para subsidiar el gobierno local del condado.

El (los) comprador(es) del vehículo debe(n) elegir únicamente uno de los elementos listados abajo:

- **CONDADO DONDE RESIDE EL COMPRADOR**
- **CONDADO DONDE EL VEHICULO FUE COMPRADO**
- **CONDADO DONDE ESTA UBICADO EL POSEEDOR DEL DERECHO DE RETENCION**

Yo deseo que mi transacción sea archivada en el Condado _____.
Nombre del Condado (Deberá ser escrito a mano
por la persona que compra el vehículo)

FIRMA DEL COMPRADOR

FECHA

FIRMA DEL COMPRADOR

FECHA

Texas Motor Vehicle Transfer Notification

- You must submit this form **within 30 days of the vehicle's date of sale** to help protect yourself from liability for criminal or civil acts involving the vehicle and the buyer(s).
- When you submit this form, the motor vehicle record will be marked to show the vehicle has been sold.
- The more information you provide about the buyer(s), the more protection you may have from liability for the vehicle.
- Mail completed form to: **TxDOT Vehicle Titles and Registration Division, PO Box 26417, Austin, TX 78755-0417**

Seller Information – Type or print legibly			
Last Name or Business (as shown on Title)	First Name	MI	
Address		City	
State / Province	ZIP / Postal Code	Phone	
Country (if out of U.S.)		E-mail	
Vehicle Information			
Plate Number	Year	Fill out this form online or Download a copy of this form from the VTR webpage	
Vehicle Identification Number			
Title Document Number			
Buyer Information 1 – Provide as much buyer information as possible (up to two buyers may be listed).			
Last Name or Business	First Name	MI	Phone
Address		City	State / Province
ZIP / Postal Code		Country (if out of U.S.)	
Buyer Information 2 – If more than one buyer, provide information on the additional buyer.			
Last Name or Business	First Name	MI	Phone
Address		City	State / Province
ZIP / Postal Code		Country (if out of U.S.)	
Transfer Details		Plates – Car or Light Truck (1 ton or less only)	
Date of Sale: <u>mm/dd/yyyy</u>		Did you keep your plates? <input type="checkbox"/> Yes <input type="checkbox"/> No	

By my signature, I am notifying the Texas Department of Transportation that I sold or gifted the above vehicle, which was legally owned by me. I understand that the department will note the transfer on the vehicle record, and that under Texas law the vehicle will remain in my name until the new owner transfers the title. Transportation Code §501.155 makes falsifying information a third-degree felony.

Signature of Seller _____

Date Signed _____

Keep a copy of this form for your records.



Affidavit for Repossessed Motor Vehicle

VTR-264
(Rev. 12/07)
(GSD-EPC)
Page 1 of 1

This form, along with other transfer documents, must be submitted to the county tax office for processing.

YEAR MODEL	BODY STYLE	MAKE
VEHICLE IDENTIFICATION NUMBER		TEXAS CERTIFICATE OF TITLE DOCUMENT NUMBER
DATE OF REPOSSESSION		ODOMETER READING

This vehicle was repossessed because of the failure of the former owner(s) to meet the obligation in the matter of settlement of the terms of encumbrances on said vehicle, and this repossession is not made with intent to defeat the purpose of the Texas Motor Vehicle Safety Responsibility Act.

METHOD OF REPOSSESSION: PLEASE MARK THE APPROPRIATE BOX.
SUPPORTING DOCUMENTS MUST BE ATTACHED TO THE TITLE APPLICATION WITH THIS AFFIDAVIT.

TERMS OF SECURITY (LIEN) AGREEMENT

If a lien is not recorded on the Texas Title, the original or a certified copy of the Security Agreement describing the vehicle must be attached. The title is not required if a verification of title is presented. The lienholder (dealer included) must apply for a Texas Certificate of Title in their name before reselling the vehicle.

SEQUESTRATION

The original or a certified copy of the Sheriff's Bill of Sale must be attached to the title transaction.
(A Writ of Sequestration ordering a sheriff or constable to seize property may be issued by Judges and Clerks of the District and County Courts.)

FLOOR PLAN LIEN

PRINT DEALER'S NAME

A "Floor Plan" lien covers the terms of the security agreement, the lienholder's name. In such instances, an application for title in the name of the purchaser must be supported by the following documentation:

1. Manufacturer's certificate or certificate of title properly assigned to the dealership and reassigned to the purchaser by the lienholder.
2. Affidavit for Repossessed Motor Vehicle, Form VTR-264.
3. Photocopy of the Security Agreement or Secretary of State's Form UCC-1.

Fill out this form online or
Download a copy of this
form from the VTR web page

VEHICLE IDENTIFICATION NUMBER

DATE OF REPOSSESSION

This is to certify that the undersigned has repossessed the above motor vehicle.

SIGNATURE OR NAME OF LIENHOLDER

BY AUTHORIZED AGENT

PRINTED NAME OR NAME OF LIENHOLDER (SAME AS SIGNATURE)

(AREA CODE) TELEPHONE NUMBER

Before me, this day personally appeared the above affiant who by me being duly sworn upon oath says that the statements set forth above are true and correct.

Subscribed and sworn to before me this _____ day of _____, year _____.

Notary Public

Notary Public _____ County, Texas

WARNING: TRANSPORTATION CODE §501.155 PROVIDES THAT FALSIFYING INFORMATION ON ANY REQUIRED STATEMENT OR APPLICATION IS A THIRD-DEGREE FELONY.

Vehicle Titles and Registration Division
Texas Department of Transportation
Austin TX 78779-0001